This file is part of the document FECFile UserManual for Candidate Committees. *To learn more about the Federal Election Commission, the Electronic Filing Program, or find this document by section follow the following links, respectively:*

FEC HOME > ELECTRONIC FILING > FECFile USER MANUAL

FECFile User Manual for Candidate Committees

This manual is designed to help political committees use FECfile software and to assist with the filing of disclosure reports. The format is user-friendly and contains step-by- step instructions, along with screen shots, in an effort to help users manuever through the software. Some of the areas found in this manual include: How to enter transactions on each line, How to upload a report, How to file a miscellaneous electronic submission and How to make sense of some common error codes.

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Author

Data Systems Training and User Support

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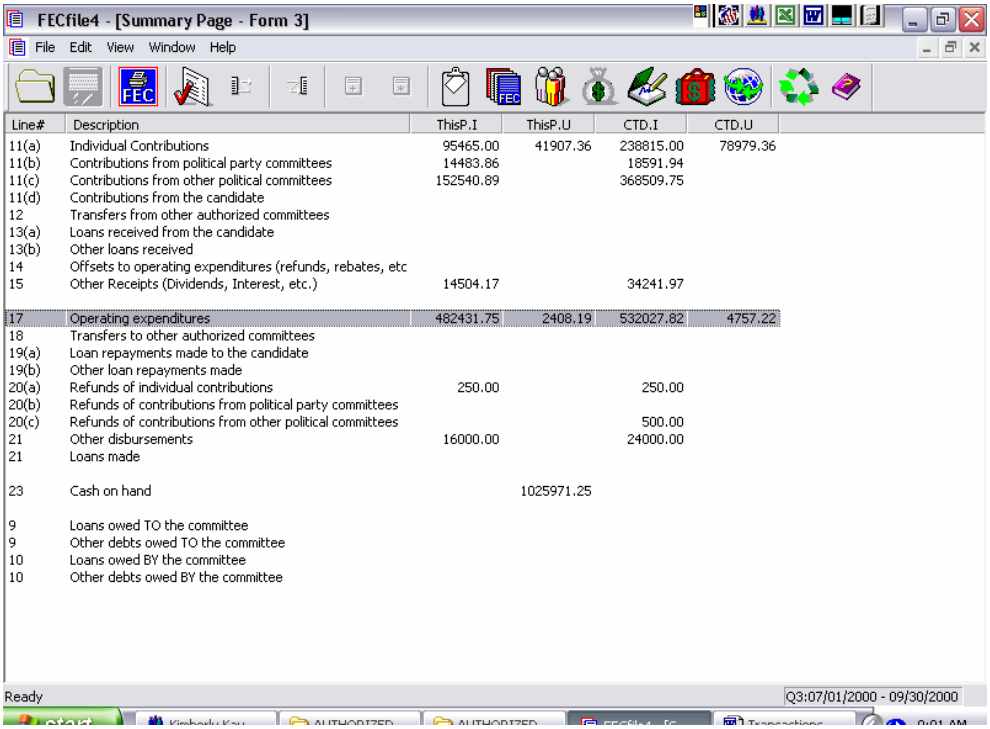
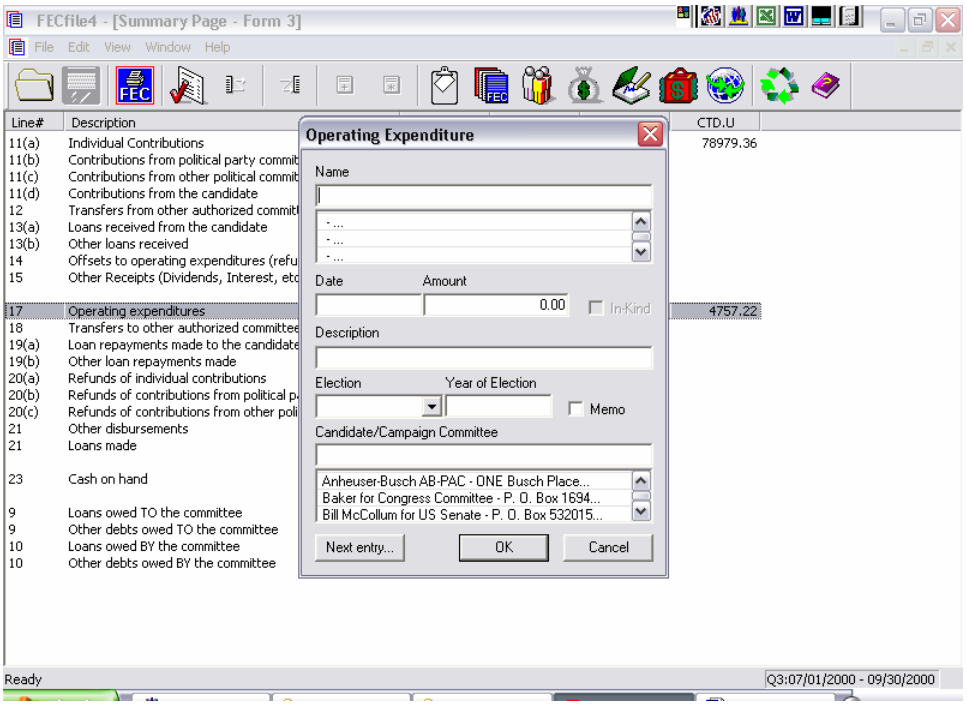
Reports Analysis Division—Reporting Questions
NIC—Technical Questions

Operating Expenditures Line 17

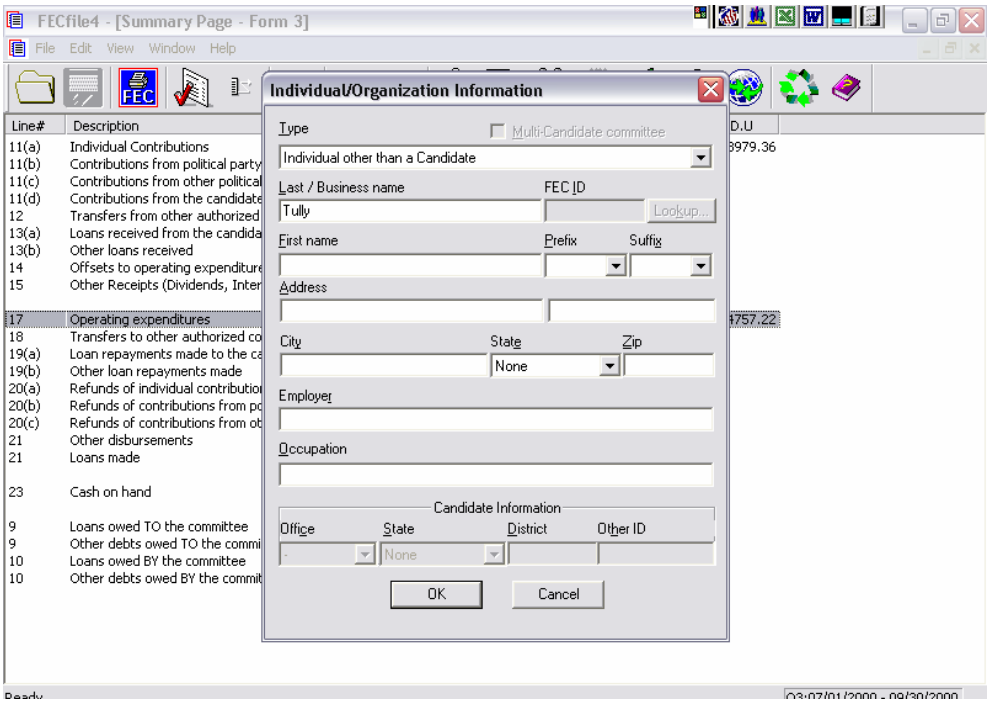


Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
11(a)	Individual Contributions	95465.00	41907.36	238815.00	78979.36
11(b)	Contributions from political party committees	14483.86		18591.94	
11(c)	Contributions from other political committees	152540.89		368509.75	
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, rebates, etc				
15	Other Receipts (Dividends, Interest, etc.)	14504.17		34241.97	
17	Operating expenditures	482431.75	2408.19	532027.82	4757.22
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions	250.00		250.00	
20(b)	Refunds of contributions from political party committees				
20(c)	Refunds of contributions from other political committees			500.00	
21	Other disbursements	16000.00		24000.00	
21	Loans made				
23	Cash on hand		1025971.25		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

1. Double click on 17 of the FECfile Summary Page.

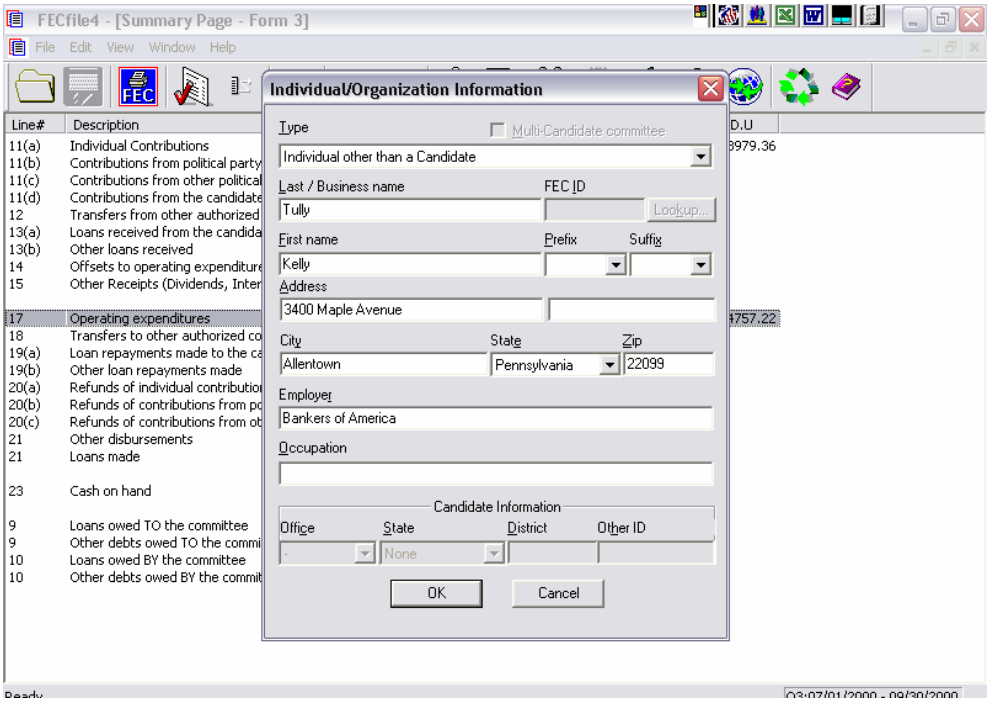


2. The Operating Expenditure dialog box appears. Type in the name of the vendor or individual in the dialog box and press the tab key.

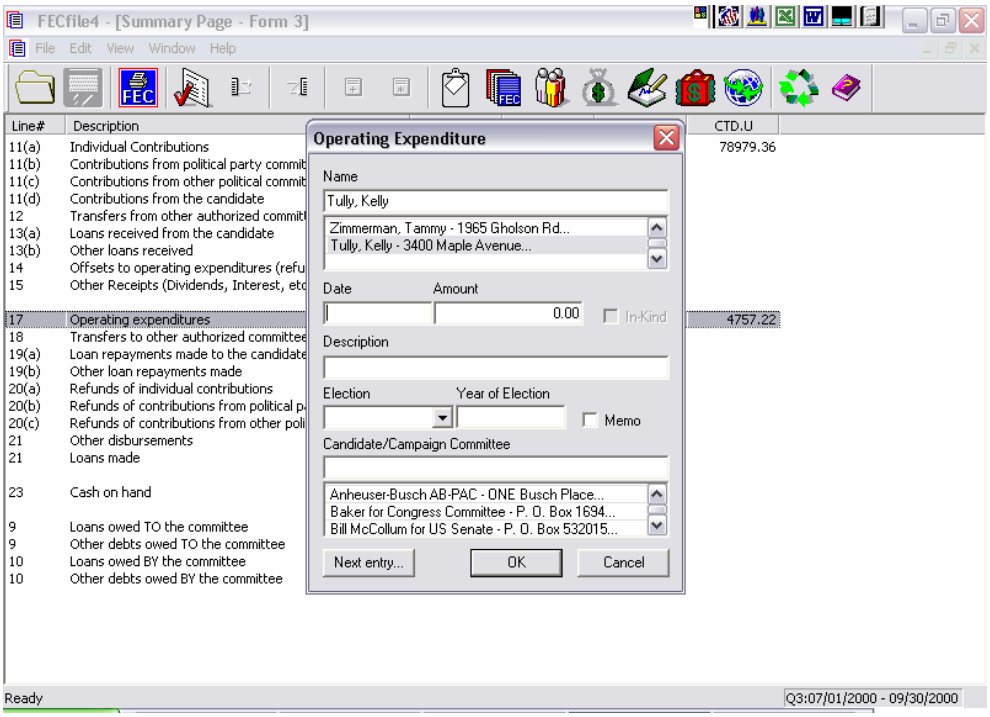


3. The Individual/Organization Information dialog box appears. Click on the

down arrow next to the type drop down menu to highlight the appropriate element, ie: Business, Financial Inst., Partnership, Indian Tribe, Other Non-Federal Entity.



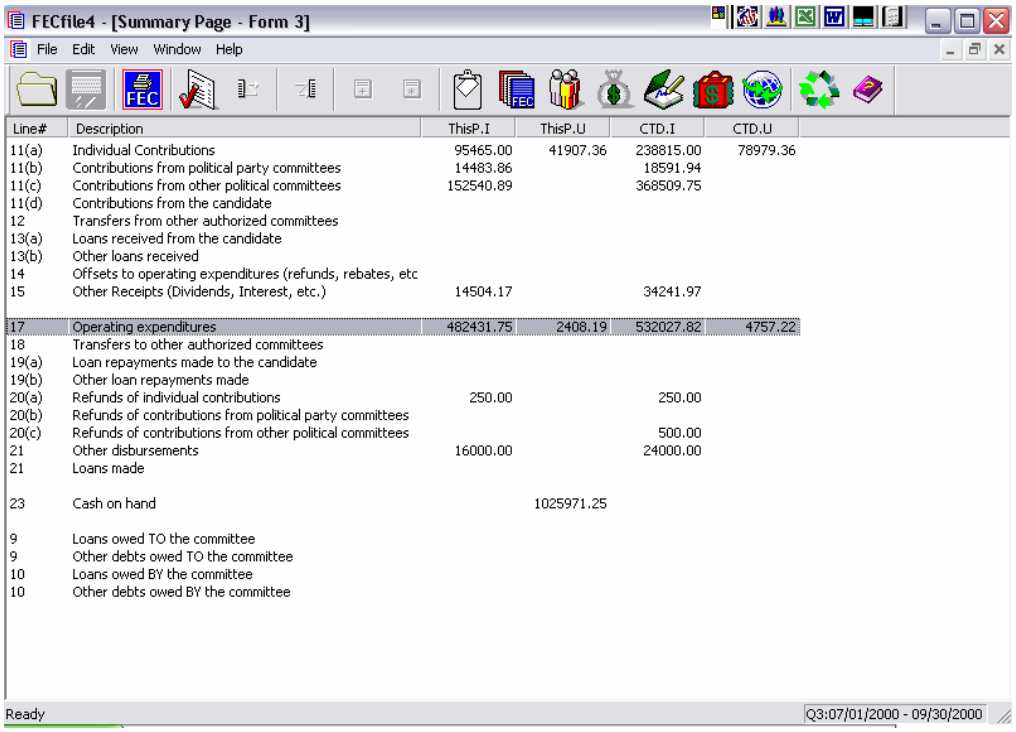
4. Enter the address, city, state and zip by pointing and clicking inside of each text area. Select OK once the entry is completed.



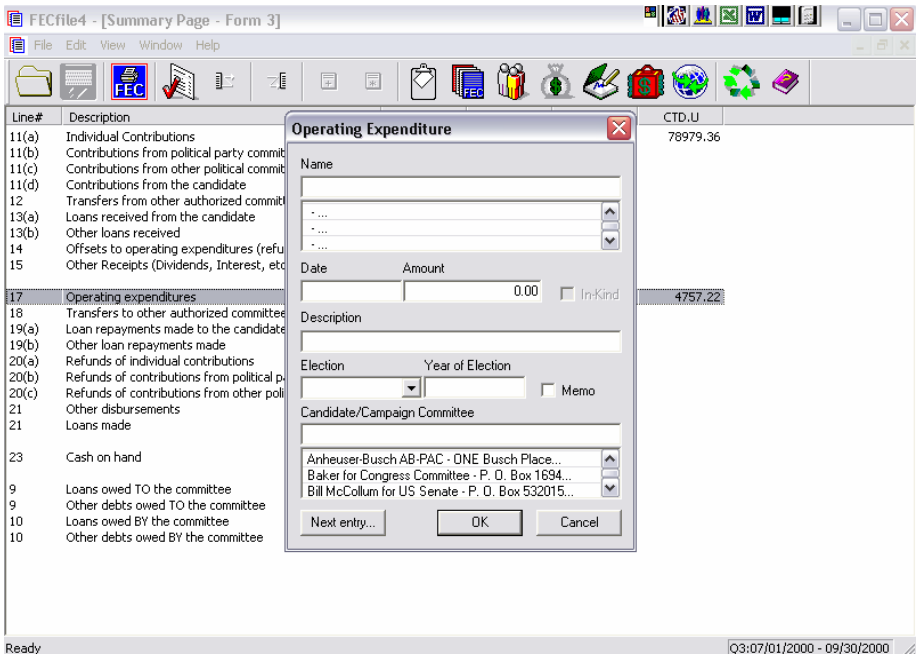
5. The Operating Expenditure dialog box appears, with the appropriate text areas populated. Point and click inside the date field and enter the date, followed by entering in the dollar amount.

6. Type in the description or purpose, and click on OK.

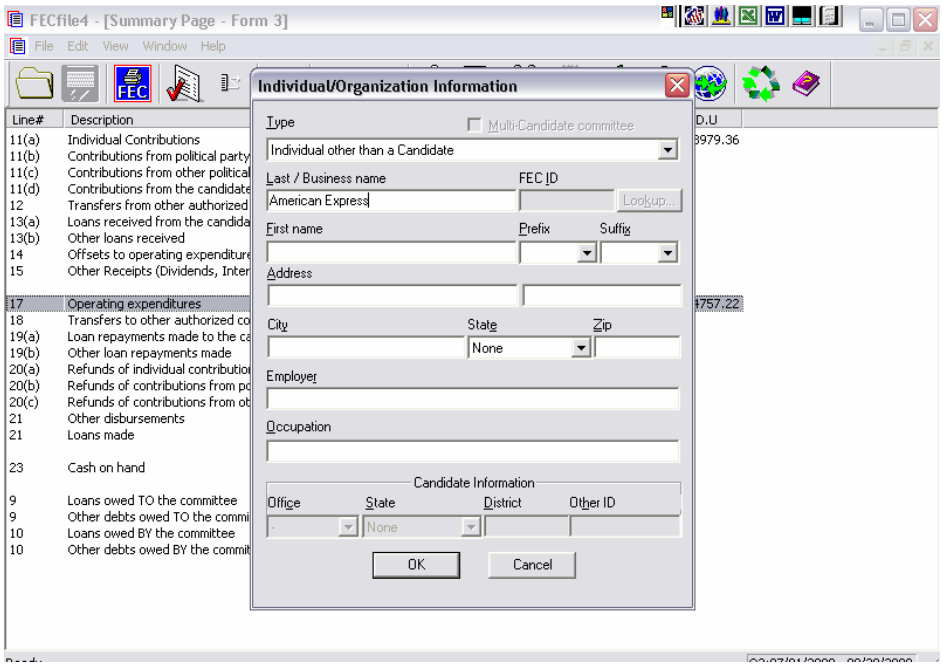
Credit Card Payments



1. From the FECFile main menu, double click on Line 17 of the Summary page.



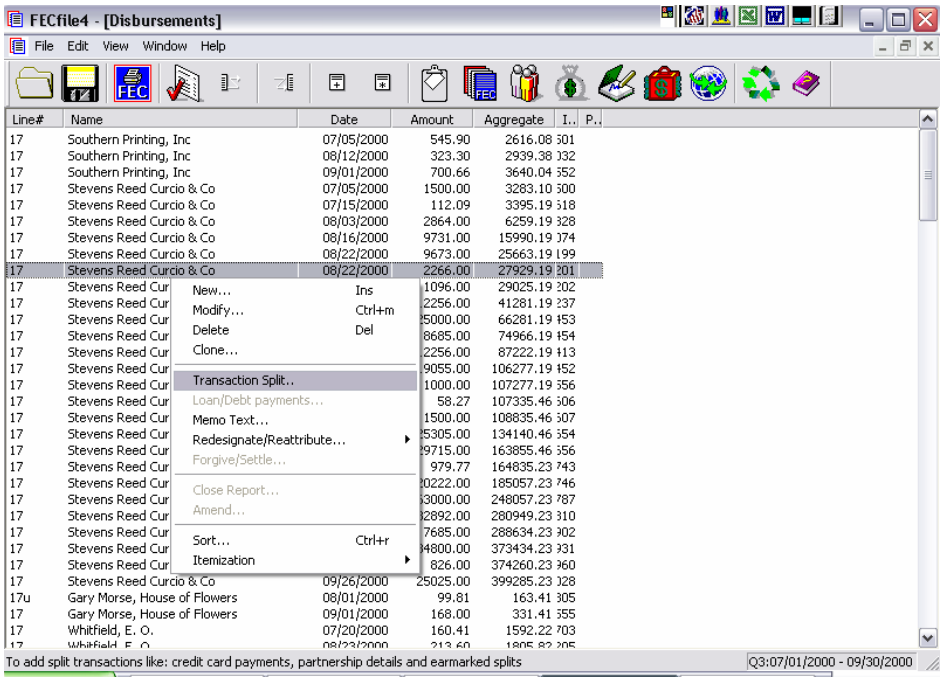
2. The Operating Expenditure dialog box appears. Enter the name of the credit card company, and press the Tab key.



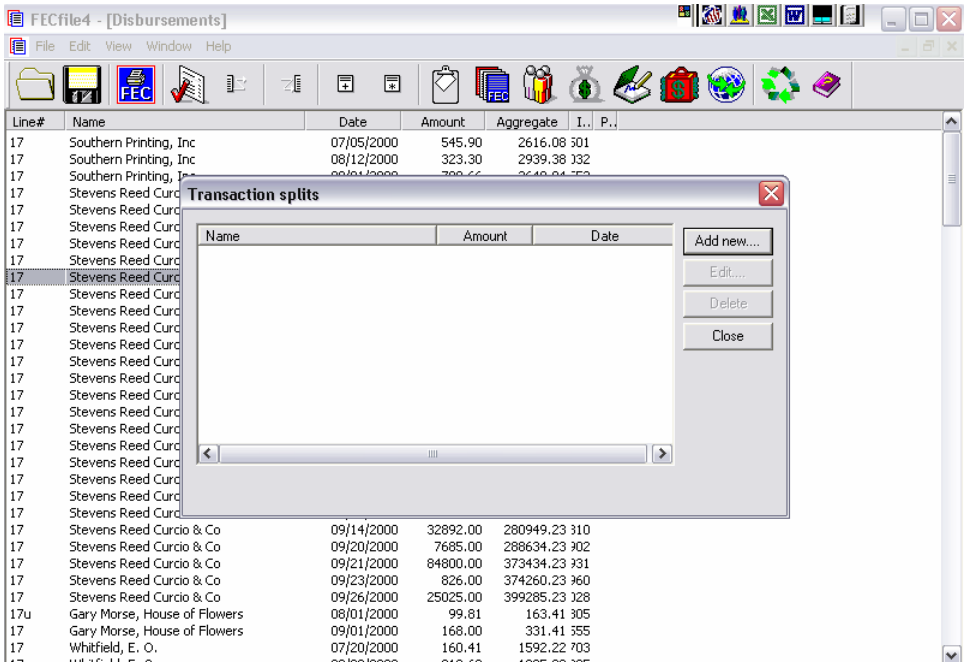
3. The Individual/Organization Information dialog box appears. Enter in the address and company information, and select OK.

4. FECFile returns to the initial dialog box, enter in the date, amount, and description and click OK.

5. Select View from the menu bar and click on Disbursements.



6. As the Disbursement screen is shown, right click on the appropriate disbursement. As the drop down menu appears, click on Transaction Split.

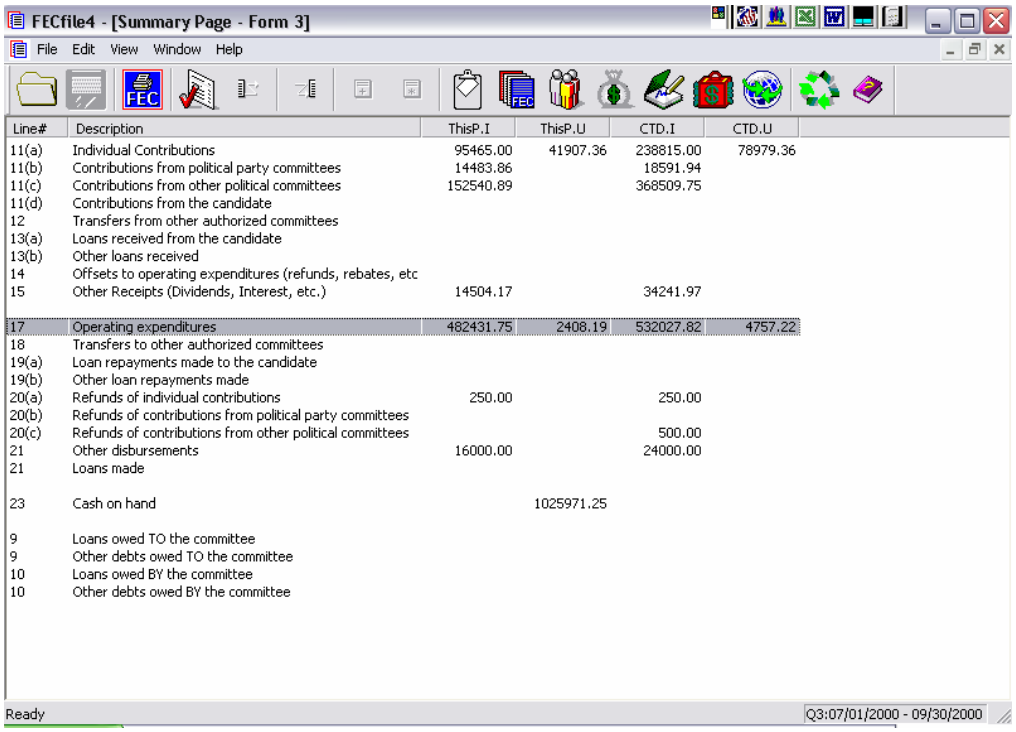


7. The Transaction split dialog box appears. Click on Add new, and enter in the vendor information. Repeat the addition of transaction splits as

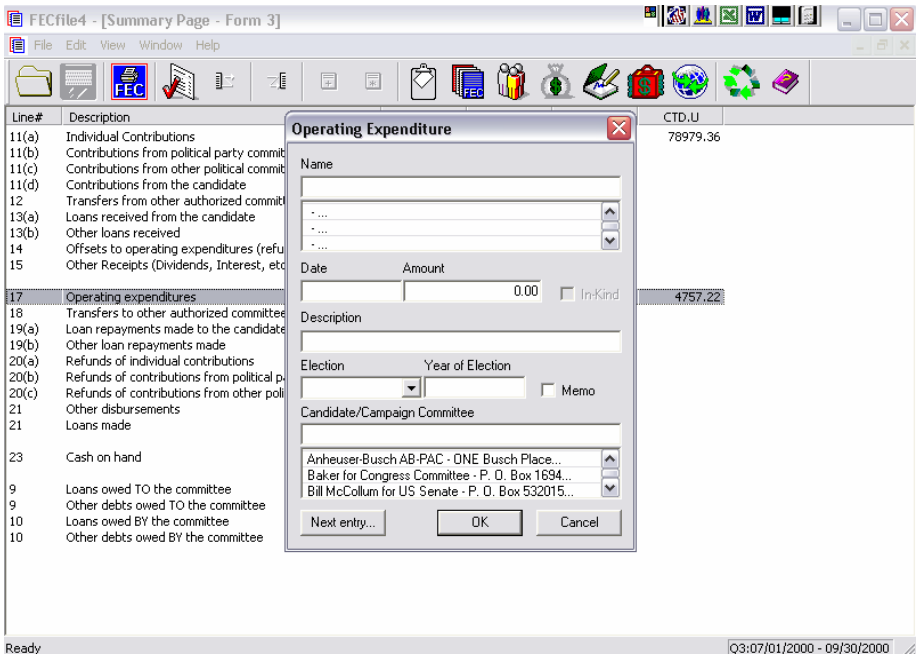
appropriate.

8. Click on close.

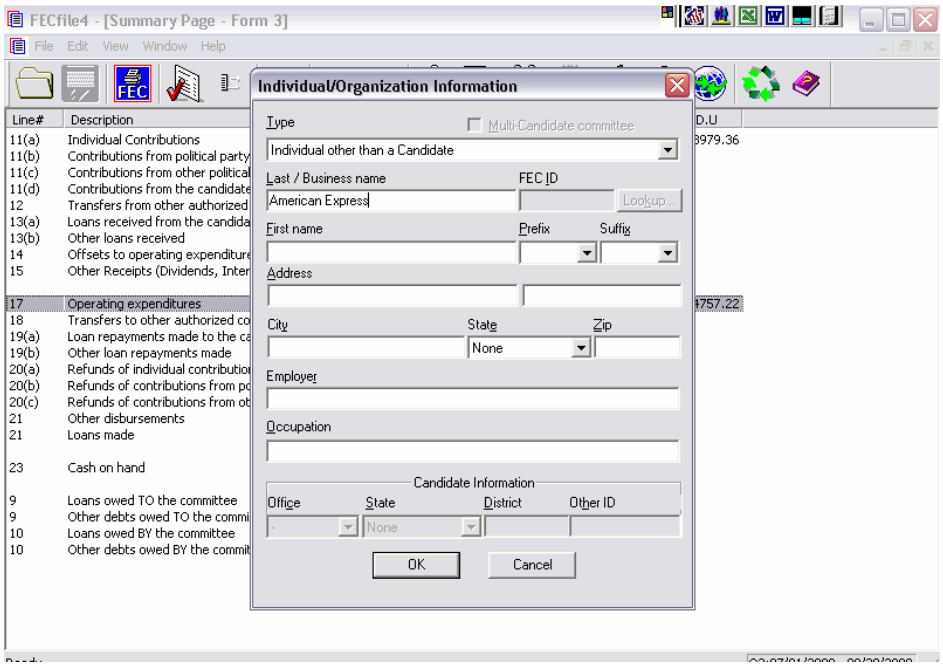
Reimbursements to Individual (Non-travel)



1. From the FECFile main menu, double click on Line 17 of the Summary page.



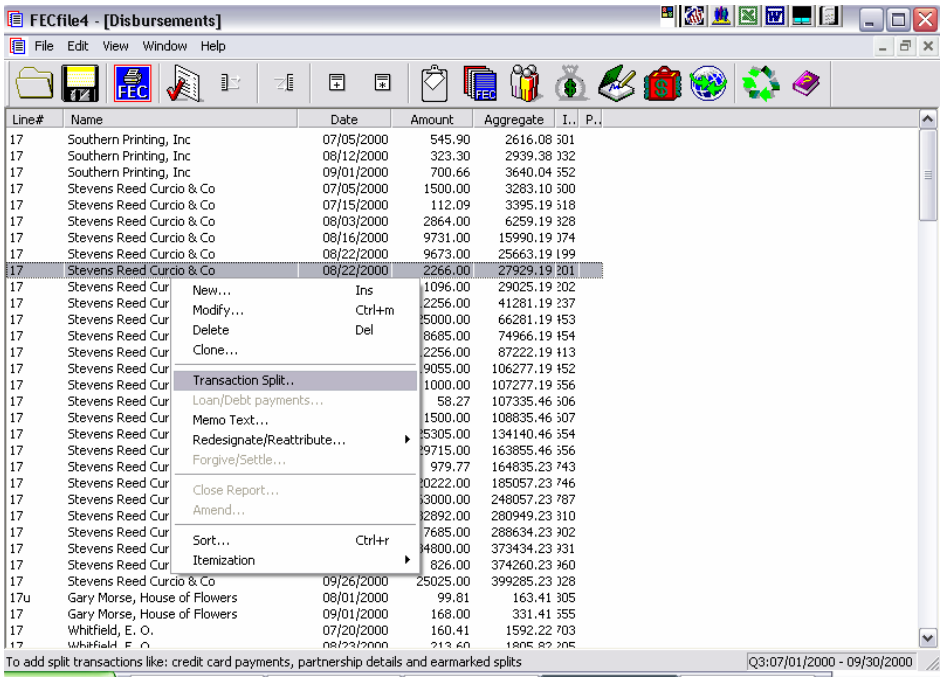
2. The Operating Expenditure dialog box appears. Enter the name of the individual being reimbursed, and press the Tab key.



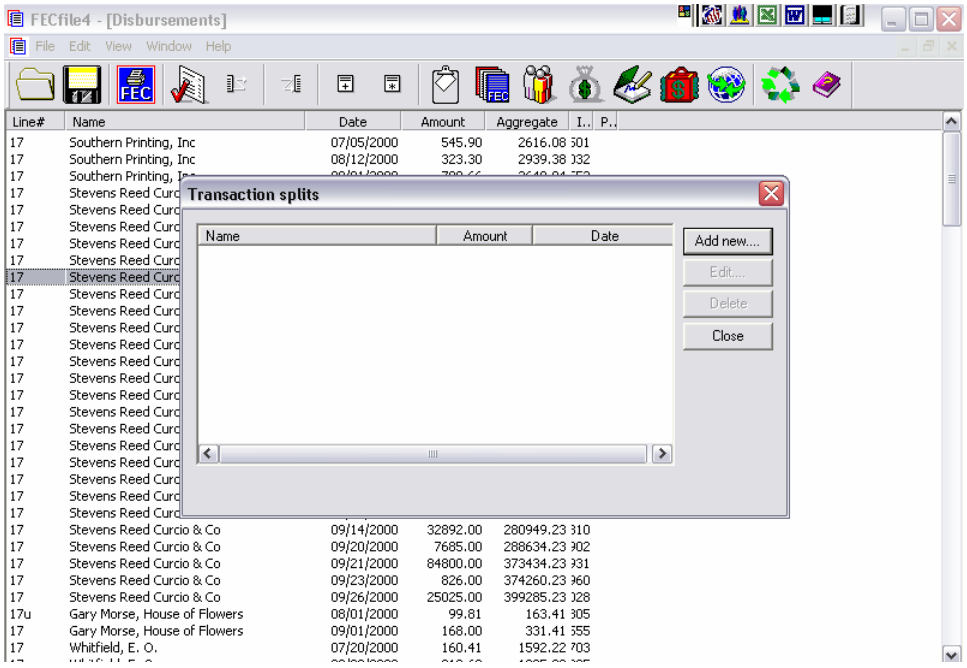
3. The Individual/Organization Information dialog box appears. Enter in the address and information, and select OK.

4. FECFile returns to the initial dialog box, enter in the date, amount, and description and click OK.

5. Select View from the menu bar and click on Disbursements.



6. As the Disbursement screen is shown, right click on the appropriate disbursement. As the drop down menu appears, click on Transaction Split.



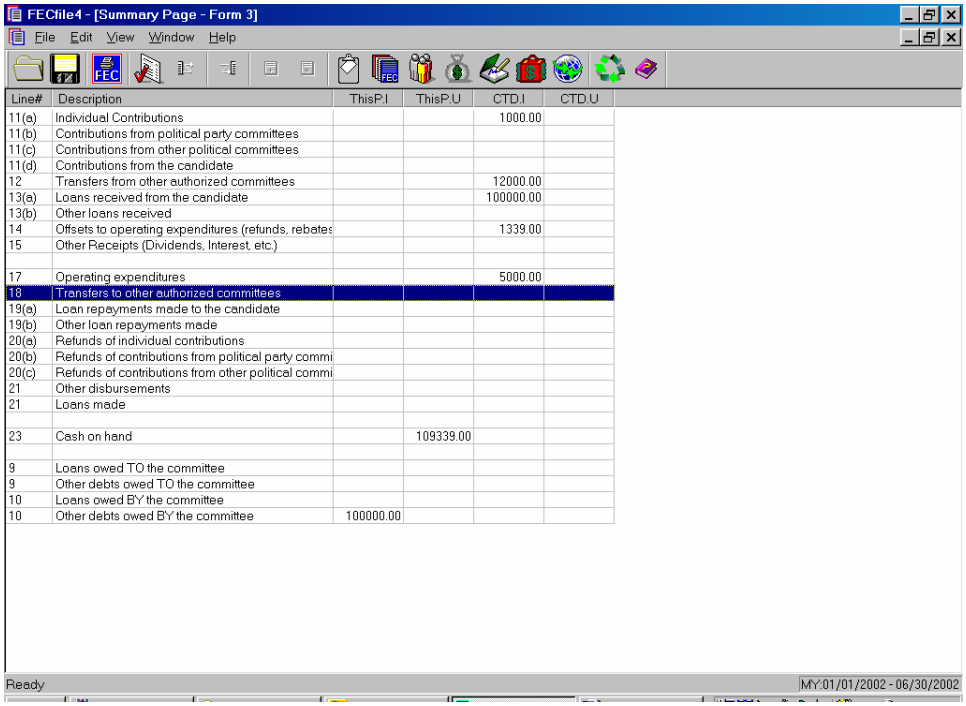
7. The Transaction split dialog box appears. Click on Add new, and enter in the vendor information. Repeat the addition of transaction splits as

appropriate.

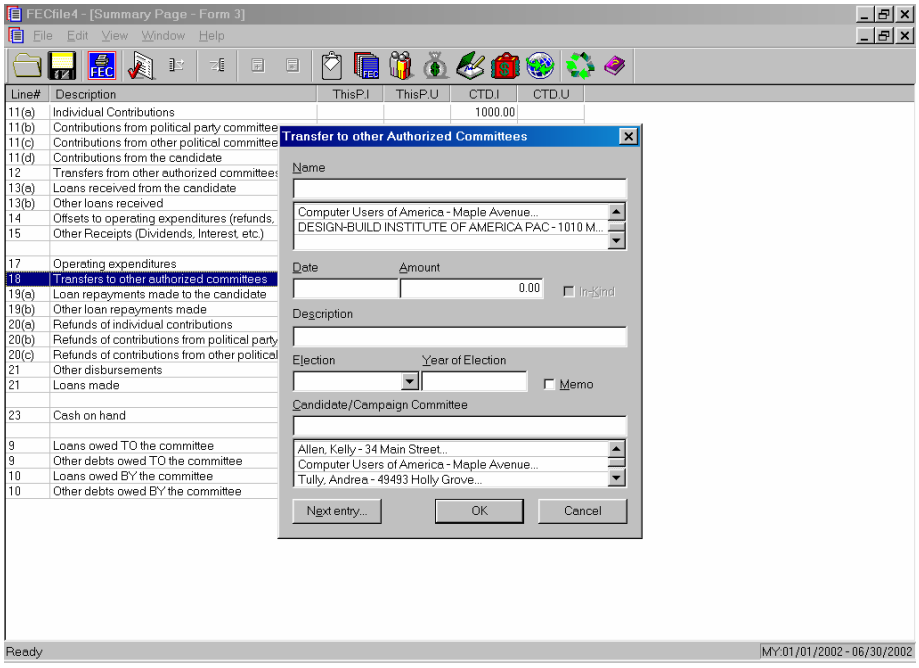
8. Click on close.

   Note: Travel related reimbursements are entered in the same as a regular operating expenditure on line 17. No memo entries are necessary.

Transfers to Other Authorized Committees Line 18

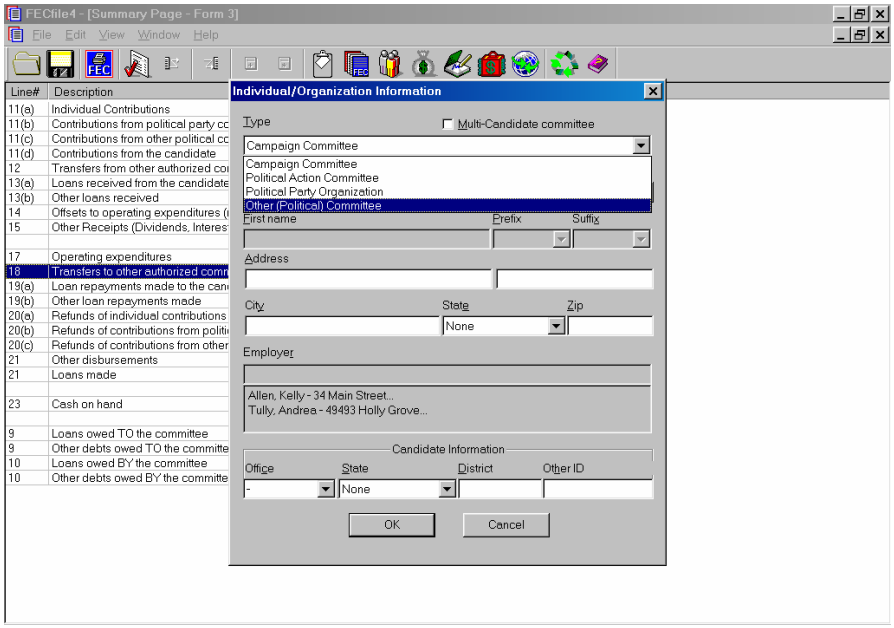


1. Double click on line 18 of the FECfile Summary Page.

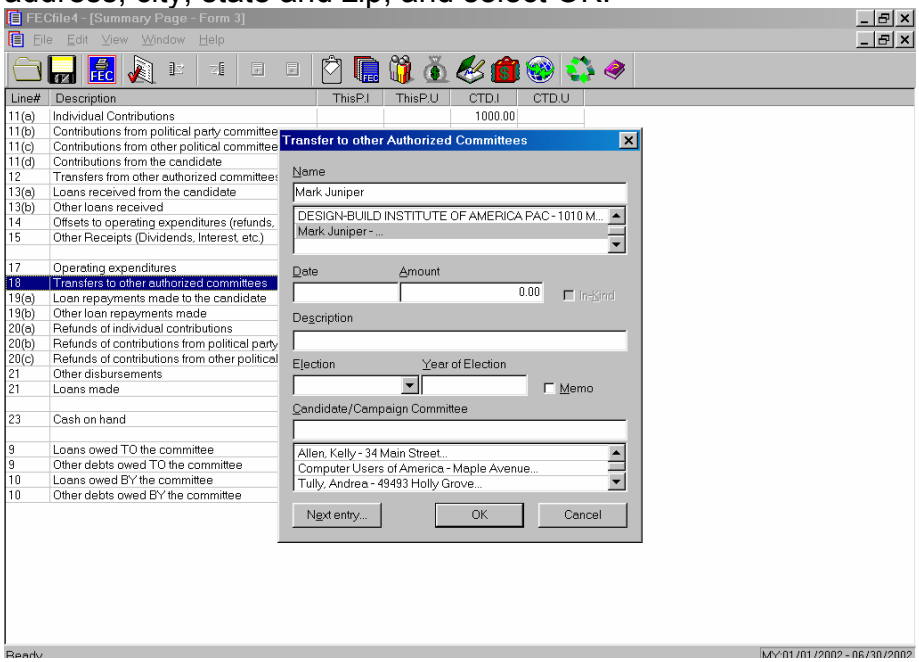


2. The Transfer to other Authorized Committees dialog box appears.

3. Enter the committee name, if it does not currently appear, and press the tab key. If the committee name does appear, tab to the address field and continue entry.



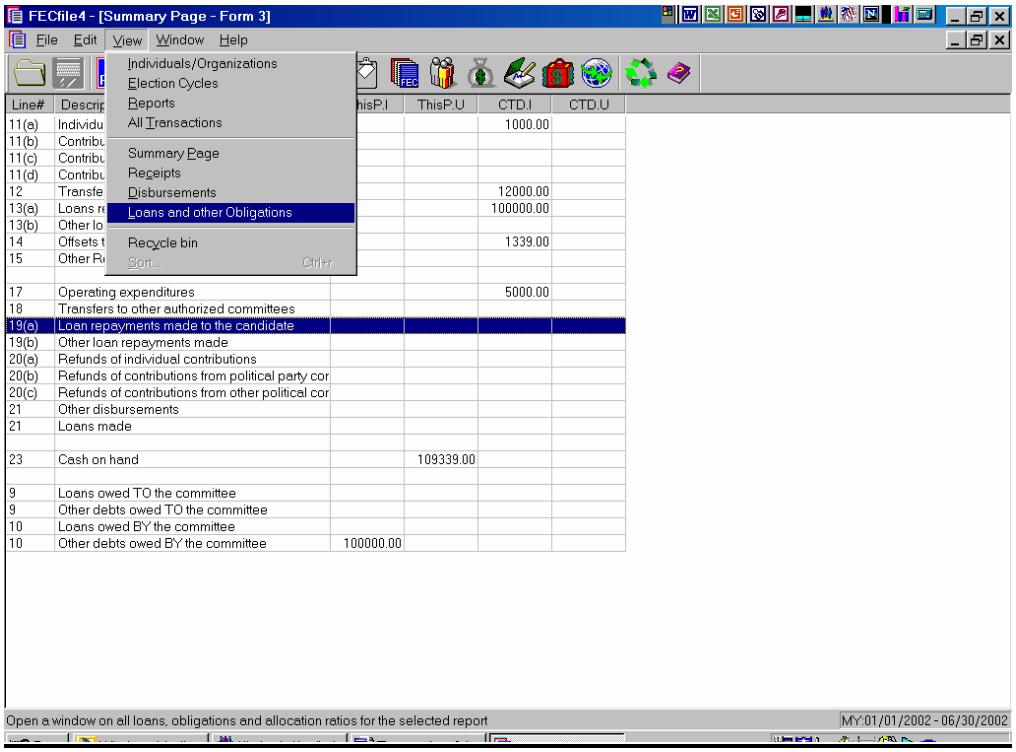
4. If the committee name does not appear, once selecting the tab key, the Individual/Organization Information dialog box appears. Enter in the address, city, state and zip, and select OK.



5. The Transfer to other Authorized Committees dialog box appears. Point to the date field, and enter in the date, amount and description.

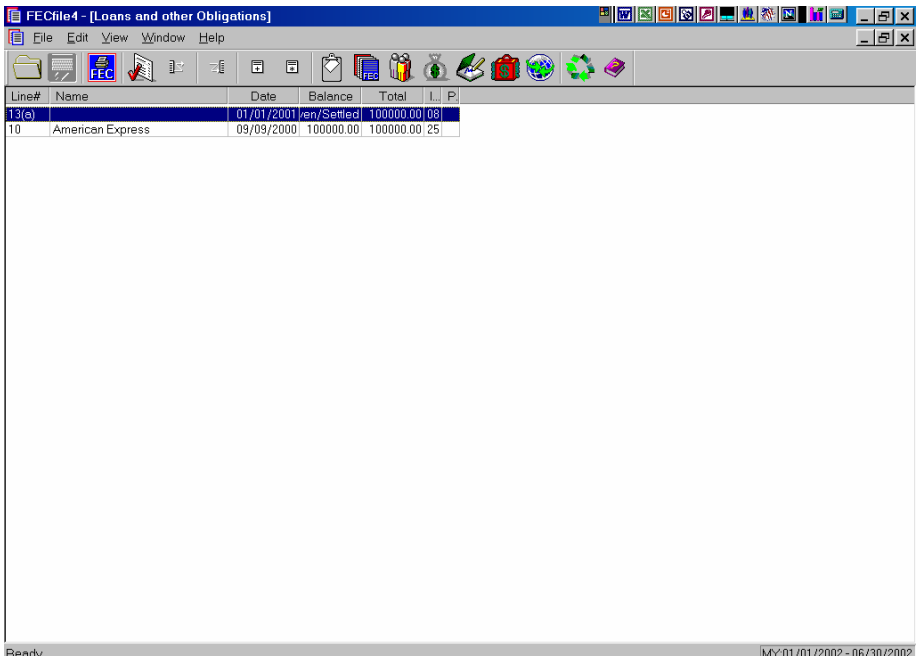
6. Click on OK.

Loan Repayments Made Line 19 (a) and 19 (b)

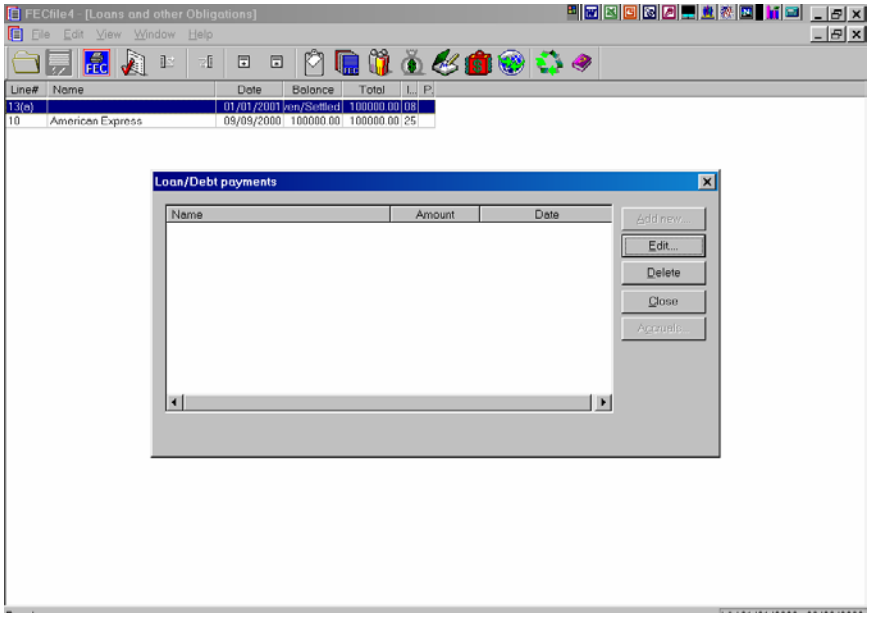


1. From the FECFile menu bar, select View, and select Loans and other Obligations.

2. Reviewing the listing of loans shown, select the loan for which repayment is being made, and click on the right mouse button.



3. The drop down menu will appear, select Loan/Debt repayments.



4. The Loan/Debt payments dialog box appears. Click on Add new.

5. The type of new Deferred Disbursement dialog box appears. Select the proper line number and click on OK.

6. As the application returns to the Loan/Debt payments dialog box, select Close.

NOTE:
- This process may also be used to edit loan repayments entered in error. In this circumstance, as the Loan/Debt payments screen is shown, select Edit, as opposed to the Add New option.

- Schedule B supporting Line 26 and Schedule C, supporting Line 10 will both be *AUTOMATICALLY* created and adjusted.

- If the repayment is being made on a loan originally reported on a paper report, the committee will have to create a "*dummy report*" for the previous reporting period in which the loan will be created. As the numbers are all that is required from the loan, the committee will not need to enter Schedule C-1 or guarantor information.